

# Research Assistant Position Description

Program Evaluation and Resource Center  
VA Palo Alto Health Care System

[www.chce.info](http://www.chce.info)

Release date: 07-13-05

## General Project Description

The Program Evaluation and Resource Center (PERC) monitors substance use disorder treatment programs nationwide in the Veterans Affairs Health Care System. Ongoing monitoring of the treatment programs is designed to assess how additional resources provided to these programs are used to improve the treatment services, increase veterans' access to substance use disorder treatment, and enhance the quality of care they receive.

## Primary Duties & Responsibilities

The Research Assistant will work closely with senior PERC staff to carry out evaluation projects.

- Contact treatment program staff via email or telephone to collect data on program implementation, staffing, and patients served
- Develop and maintain systems for tracking data collection process
- Code data
- Construct, document, and maintain computer data files
- Conduct bibliographic searches
- Assist with preparation of project-related reports for VA health planners and policy makers, presentations at professional meetings, and manuscripts.

## Qualifications:

- Coursework in research methods/statistics
- Strong interpersonal and organizational skills
- Good telephone interviewing skills
- Detail orientation
- Ability to write clearly and concisely
- Research experience and experience with SPSS desirable

## Application Instructions

This is a position with the United States Department of Veterans Affairs.

Applicants **MUST**:

- (a) Be a United States Citizen
- (b) Have a Bachelors' degree in Social or Life Sciences

These conditions are non-negotiable. If you do not meet both of these conditions, please do not apply for this position.

Salary is \$38,634 - \$47,257 (GS 7-9) depending on experience. Federal employee benefits are provided.

Send cover letter and resume to:

Research Assistant Position  
Attn: Steve Tracy  
Program Evaluation and Resource Center  
VA Palo Alto HCS (152-MPD)  
Menlo Park, CA 94025

FAX: 650-617-2736

Email: [chcejobsearch@yahoo.com](mailto:chcejobsearch@yahoo.com)

**If you use email, please name attached files with your last name as the file name.**

**NO PHONE CALLS PLEASE!**